

# **Miracle Mile (WQARF) REGISTRY SITE**

## **Superfund Programs Section**

### **Community Advisory Board Charter**

The Community Advisory Board (CAB) charter, herein referred to as the “charter”, is entered into by the CAB members and in coordination with the ADEQ. This charter serves in compliance with Arizona Revised Statutes (A.R.S.) §49-289.03 (E, F & G) for the Miracle Mile Water Quality Assurance Revolving Fund (WQARF) site.

#### **I. Purpose and Function of the CAB**

The purpose of the CAB is to promote community awareness and allow the opportunity for the public to provide input on issues and concerns related to the overall cleanup of the site. The CAB will serve to disseminate information about the efforts of ADEQ and to ensure opinions about environmental remediation activities reflect diverse interests within the community affected by the site.

#### **II. Basis and Authority for Charter**

The basis and authority for this charter are contained in the Arizona Revised Statutes, Title 49, Section 289.03, paragraphs E, F and G, as amended in April 1997.

#### **III. Membership**

- A. Individual community members or organizations should reside in, own property in, work in, or serve the community within the community involvement area.
- B. Members shall serve without compensation.
- C. Members are expected to attend all meetings. If a member fails to attend two (2) unexcused consecutive meetings, the CAB co-chairs may initiate termination procedures.
- D. Members should be willing to communicate with local community members and interest groups concerned with specific site remediation issues. Members should serve as a direct and reliable conduit for information flow to and from the community. To improve communication between the public and CAB members, CAB names, email address, and telephone numbers may be made available to the public and listed in meeting minutes.
- E. Members unable to continue to fully participate shall submit their resignation, in writing, to either of the CAB co-chairs. Resigning members may nominate new members to replace them or the CAB may solicit interested parties, or select from known interested parties. Vacancies will be filled upon approval of qualified nominee(s) by majority vote at the first available CAB meeting.

- F. Community groups, citizens, special interest groups (environmental groups, non-profit, civic groups, etc.), government agencies, and elected officials (and/or other sectors of the public) may be nominated to the CAB. Once voted in to the CAB, members may serve until CAB termination (or for some specified period, as long as they continue to meet the criteria stated in section III of this charter). Open nominations for CAB co-chairs will take place each year. Nominations are approved by a majority vote of the CAB members.
- G. The CAB may hold closed executive sessions, pursuant to A.R.S. §38-431.02 (B) and A.R.S. §38-431.03, including but not limited to the discussion of CAB membership.

#### IV. CAB Structure

- A. The CAB shall be co-chaired by two of the CAB members and shall have no more than 15 members, with a quorum being a majority of the current CAG membership. The responsibility for presiding over each meeting may be alternated between the co-chairs.
- B. The co-chairs will be selected by a majority vote of the CAB members each \_\_\_\_\_. The CAB co-chair terms will run for one year, or until the WQARF site project is over, whichever comes first. A co-chair may serve more than one term, if re-elected by the CAB members.
- C. The CAB membership is responsible for terminating a co-chair or member who is ineffective or detrimental to the progress of the CAB. The termination is determined by a majority vote of the CAB members.
- D. The CAB shall meet at least four (4) times per year with ADEQ to receive site briefings, progress reports and other information. The meetings shall be held at a site agreed to by the CAB members. More or less frequent meetings may be held if deemed necessary by the CAB or the ADEQ. All meetings are subject to the Open Meeting Law detailed in A.R.S. §38.431. through §431.09.
- E. Agenda items will be compiled by the co-chairs in conjunction with the ADEQ representative. Suggested topics should be given to the co-chairs or ADEQ representative no later than three (3) weeks prior to the meeting. The ADEQ representative shall be responsible for providing the written notification to all CAB members of the upcoming agenda, date, time, and place of scheduled CAB meetings. Additionally, the ADEQ representative shall post the official meeting notice in the location(s) recorded with the Secretary of State.
- F. The ADEQ representative shall be responsible for recording and disseminating the meeting minutes. Also, the ADEQ representative shall collect a written list of attendees at each meeting which will be incorporated into the meeting minutes.
- G. A copy of the CAB meeting minutes will be distributed at all CAB meetings to all CAB members and public present. The meeting minutes will also be available for

public review in the information repositories and the ADEQ Web site.

- H. CAB members may be asked to review and comment on various environmental remediation documents. CAB members may submit written comments to one of the co-chairs on the subject documents within the period specified for review (usually 30-60 days). The co-chair(s) will consolidate comments from CAB members and provide them to the ADEQ representative. The ADEQ representative will ensure that a written response is provided to the CAB members in a timely manner.
- I. ADEQ has established two information repositories for all public documents relating to remediation activities at the Miracle Mile WQARF site. The repositories are located at the Flowing Wells Public Library, 1730 W. Wetmore Rd., Tucson AZ 85705, 520-594-5225; and also Arizona Department of Environmental Quality, Records Center, 1110 W. Washington, Phoenix, AZ 85007, 602-771-4380.
- J. The CAB members may make site visits and participate in public meetings related to cleanup opportunities and remedy selection decisions. They may also participate in an annual meeting held by ADEQ regarding the investigation or feasibility study of the site(s) in Pima County or in the process of selecting or implementing a remedy for the purpose of facilitating public involvement and identifying funding priorities for site cleanups.

V. Effective Date and Amendments

- A. The effective date of this charter shall be the date that the last signatory signed this charter.
- B. This charter may be amended by a majority vote of the CAB members and ADEQ. Amendments must be consistent with the intent and expressed requirements of the statutes stated in Part II of the charter.

VI. Termination

This charter will be terminated upon completion of requirements as stated in the Record of Decision, for the site, signed by the director of ADEQ.

VII. Signatories to the CAB Charter

IN WITNESS WHEREOF, we have set our hand this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
*Fred Bass*  
Community Advisory Board Co-Chair

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Jan Randolph  
Community Advisory Board Co-Chair

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*Delfina Olivarez*  
Community Involvement Coordinator  
Arizona Department of Environmental Quality